

## **FIRE CHIEF STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **PINEVILLE** on **JANUARY 19, 2005**, will consist of approximately 148 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, and establishing a system for internal department controls.	18.9%
<b>PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS</b>  Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including performance standards and evaluations.	10.8%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.	4.7%
<b>INFORMATION MANAGEMENT/WRITTEN COMMUNICATIONS</b>  Knowledge of effective information management practices, including overseeing a system for the preparation and retention of records; and knowledge of the compilation of information into an effective written format for correspondence.	4.7%
<b>PUBLIC RELATIONS/PUBLIC SPEAKING</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public; and knowledge of accepted communication, preparation of material, and speech presentation.	10.8%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	18.9%
<b>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the management of equipment, property, and supplies for the department, including overseeing general care and maintenance of property and equipment; and the ordering and purchasing of equipment and supplies.	8.1%
<b>FIREGROUND COMMAND/EMERGENCY MANAGEMENT</b>  Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; assisting with special tactical situations; monitoring the activities of command staff; providing a system of emergency medical care; and establishing and implement fireground communications.	18.9%
<b>PRE-FIRE PLANNING AND FIRE INVESTIGATION</b>  Knowledge of pre-fire planning and fire investigation procedures in order to direct a program of pre-fire planning and fire investigations.	4.1%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**MANAGING FIRE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 2nd ed., 1988.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection**

### **Publications.**

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**EFFECTIVE PUBLIC RELATIONS**, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 7th ed., 1994.

### **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 1985.

### **INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Fire Department Company Officer, 3rd ed., 1999.

Hazardous Materials: Managing the Incident, 2nd ed., 1995.

Essentials of Firefighting, 4th ed., 1998.

Fire Department Occupational Safety, 2nd ed., 1992.

### **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK**, NFPA, 18th ed., 1997.

**SPEECH A BASIC TEXT**, Jeffrey, Robt. C., and Peterson, Owen (LSU), Harper and Row Publishers, Inc., 10 East 53rd Street, New York, NY 10022, 2nd ed., 1983.

### **SECONDARY REFERENCE MATERIAL**

### **OTHER RECOMMENDED PUBLICATIONS:**

**THE AMERICANS WITH DISABILITIES ACT (OF 1990)**, Equal Employment Opportunity Commission, U.S. Government Printing Office Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328, 1990.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions

to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.